Defense Property Accountability System (DPAS)
Navy PP&E Management Support Team

Doug Plude

Navy PP&E Management Support Team   **12 August 2003**

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- **Background**

- **Staffing**

- **Navy PP&E Management Support**

- **Support Functions**

- **Web Page**

- **Lessons Learned**

- **Summary**

- **Late 1998 OPNAV recognized need for Navy Specific Support Team to standardize Cataloging functions.**

- **Tasked NAVSUP with support.**

- **FISC Norfolk selected to support Navy wide effort by NAVSUP.**

- **Funding from FMO/OPNAV.**

- **Feb 1999 Navy Catalog Team established.**

- **FISC Norfolk / ManTech.**

  - ✓ *Navy PP&E Management Support Team.*

- Program Manager**: Jeff Powell, (757) 443-1579, jeffrey.powell@navy.mil**

- Project Director**: Doug Plude, (757) 443-1692, douglas.plude@navy.mil**

- DPAS Analysts**:**

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  - ✓ *David Call, (757) 443-1771, david.call@navy.mil*

- ✓ **Navy Standard Catalog**
  - **Two Catalogs…**
    - General Fund - 13,000 line items
    - Working Capital Fund – 1,600 line items
  - *** Catalog mod request processing – 500 per month**
    - **Tech screen and add to DPAS – error causes Navy wide crash**
    - **Continuous database clean-up in process (5,000 per month) related to manufacture key data applied multiple times to most items**

- ✓ *** System Security**
  - **Navy wide control of over 1,500 users**
  - **DISA Form 41s FAX and letters – 160 per month**
  - **Module control by type of user – long and short term**

- ✓ *** Navy POC - help desk (Support Magic) – NICC**
  - **Averaging over 290 calls per month**
  - **Data entered into NICC database**

- ✓ **_* DPAS Web Site_**
  - **Major communications tool**
  - **Content development – FISC Webmaster input**

- ✓ **_System Change Request Management_**
  - **All Navy feeds here first**
  - **Staffed here (BCA) prior to forwarding to OSD / NAVSISA**

- ✓ **_Systems acceptance testing (SAT) at NAVSISA_**
  - **SAT Team leader plus three testers for release 16**
  - **3 week effort plus return trips to Mechanicsburg**

- ✓ **_* Financial Management_**
  - **Monthly Depreciation Processing and Database roll-forward balancing**
  - **Quarterly, semi-annual, and EOY trial balance reporting**

- ✓ *Metrics*

    – **Navy Wide, Major Claimant, Unit Level**

    – **Monthly message and web site postings**

    – **Major data download and manipulation**

    – **Metric and database integrity error reports forwarded monthly**

- ✓ *AIT Support*

    – **Barcode scan and RFID technology**

    – **Inventory management processes**

    – **Release 16 major enhancements**

- ✓ *Training*

    – **E-Learning development and testing**

        – **Joint OSD/OP41 project**

        – **Storyboarding and beta tests**

    – **On the road OJT**

- ## *Manufacturer Key Data*

  ✓ **Original conversions mfgr key data created for each UIC, manufacturer name, and part number.**

  - **Over 170,000 manufacturer keys exists today.**

  - **Includes duplicate manufacturer data.**

  - **New adds must be added to UICs database.**

  - **No uniformity among databases, stock numbers and manufacturer keys.**

  ✓ **Release 14 provides the capability to populate subordinate database catalogs from the Navy Standard Catalog.**

  ✓ **Must have ALL manufacturers in "sync" to accomplish.**

  ✓ **Expect to bring databases into "sync" in mid-August.**

  ✓ **Databases will be down from 15-19 August.**

  ✓ **All Navy DPAS users will have access to all manufacturer keys.**

- **System Security**
  - ✓ *No security clearance required for access to unclassified DOD system.*
  - ✓ *MUST HAVE BACKGROUND INVESTIGATION!!*
  - ✓ *DISA Form 41 (System Access Authorization Request).*
    - **One required for DPAS user access (we process).**
    - **One required for Web Server access to download DPAS software.**
      - Forwarded to DECC Dayton for processing.
      - Must also complete DPAS Site Information Request Form.
    - **Blocks 10-14 MUST BE COMPLETED!**
    - Send all DISA Form 41s to Navy PP&E Management Support Team!
      - FAX to (757) 443-1694 or DSN 646-1694

Maintain originals locally

- **Navy POC - help desk.**
  - ✓ *FIRST POINT OF CONTACT FOR DPAS PROBLEMS AND QUESTIONS!!!!*
  - ✓ *Call the Navy Integrated Call Center (NICC).*
    - *1-877-41-Touch (86824) select option 5.*
  - ✓ *Hours of ops.*
    - **NICC 24/7.**
    - **Navy PP&E Management Support Team 0600-1630 Mon-Fri.**
  - ✓ *Access to each Navy database and a test database to recreate user problems to assist in resolution.*
  - ✓ *Averaging over 290 calls per month.*

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- **Financial Management**

    ✓ **Monthly Depreciation scheduled for the last day of each month**

    ✓ **Following Reports are generated and saved**

    - **Capital Asset**

    - **Capital Asset Trial Balance**

    - **Monthly Depreciation**

    - **Capital Assets Not In Use**

    - **CFO Accounting Statement (Summary and Detail)**

    - **Fiscal Year to Date**

    ✓ **Trial Balance and CFO are compared to ensure in balance and all DPAS transactions are recorded**

    ✓ **Data recorded on a spreadsheet template of the DCI for each major claimant**

    ✓ **Summarized quarterly for ALL Navy, recorded on DCI and submitted to FMO**

Navy DPAS Web Site

- **www.nor.fisc.navy.mil/home/dpas.htm**
  - ✓ *On line Catalog Mod Request Form.*
  - ✓ *DISA Form 41.*
  - ✓ *CNO DPAS messages.*
  - ✓ *User Services.*
  - ✓ *SCR Form and procedures.*
  - ✓ *Management Queries.*
  - ✓ *Metrics.*
  - ✓ *DPAS Software download link to the DPAS Web Page.*
  - ✓ *SECNAVINST 7320.10 Dated 1 Aug 01*
  - ✓ *Ask a Question?*
  - ✓ *DPAS Training links. E-Learning link!*
  - ✓ *DRMO Procedures.*
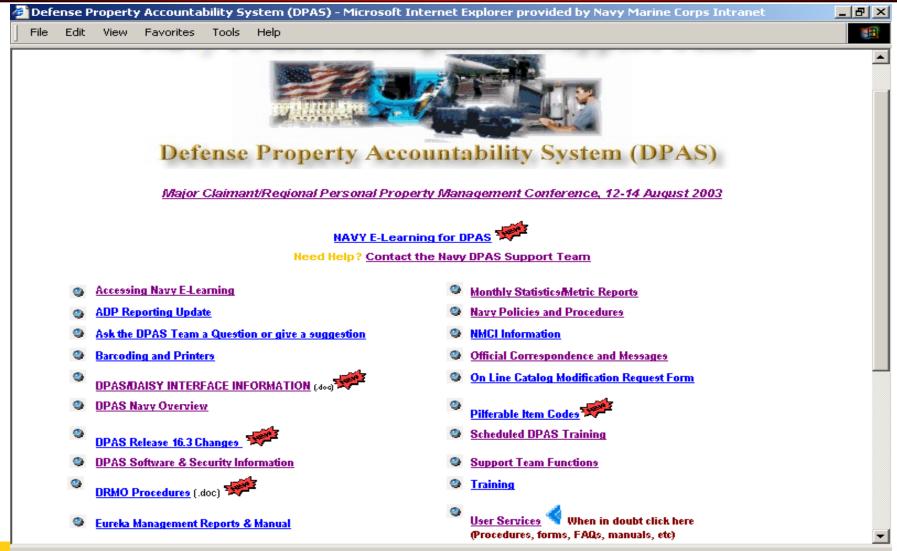 - ✓ *NMCI Information.*

Read And Heed!!!

Lots of Info! Updated Routinely

NEW!!

NEW!!

Navy DPAS Web Page

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Defense Property Accountability System (DPAS) – Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File   Edit   View   Favorites   Tools   Help

Defense Property Accountability System (DPAS)

Major Claimant/Regional Personal Property Management Conference, 12-14 August 2003

NAVY E-Learning for DPAS NEW!

Need Help? Contact the Navy DPAS Support Team

- **Accessing Navy E-Learning**
- **ADP Reporting Update**
- **Ask the DPAS Team a Question or give a suggestion**
- **Barcoding and Printers**
- **DPAS/DAISY INTERFACE INFORMATION** (.doc) NEW!
- **DPAS Navy Overview**
- **DPAS Release 16.3 Changes** NEW!
- **DPAS Software & Security Information**
- **DRMO Procedures** (.doc) NEW!
- **Eureka Management Reports & Manual**

- **Monthly Statistics/Metric Reports**
- **Navy Policies and Procedures**
- **NMCI Information**
- **Official Correspondence and Messages**
- **On Line Catalog Modification Request Form**
- **Pilferable Item Codes** NEW!
- **Scheduled DPAS Training**
- **Support Team Functions**
- **Training**
- **User Services** When in doubt click here (Procedures, forms, FAQs, manuals, etc)

- **Lessons Learned!**

  - ✓ **Pay attention when adding assets to DPAS**

    - - **Activate all capital assets when added to DPAS**

    - - **Ensure correct asset codes are used**

  - ✓ **Price Adjustments are corrections vice revaluations**

  - ✓ **The Navy does not use residual values**

  - ✓ **If unsure of what type transaction to process call the Navy PP&E Management Support Team**

  - ✓ **All Capitalization Codes must be N/A**

- **Call us first!**
- **Use the Navy DPAS Web Page**
- **Use the system**
- **Questions?**